



Kirinyaga University

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WELCOMING MESSAGE BY THE VICE CHANCELLOR

On behalf of Council, the Management and deans committee, It is with great pleasure that I take this opportunity to welcome you to Kirinyaga University (Ky.U). The University location is Ideal for both study and interaction due to its serene Environment.

The main objective of the University is to train and equip Kenyans with knowledge and innovative skills through research and quality academic programmes and we have six schools whose aim is to mould students into fine graduates. These are School of Engineering and Built Environment, School of Computing and IT, School of Hospitality and Textile Technology, School of Business and Economics, School of Pure and Applied Sciences and School of Health Sciences.

As a center of excellence Kirinyaga University It is committed to offering practical and market oriented courses, providing skills, knowledge and technology required to steer the country towards achieving the economic, social and political goals enshrined in the constitution. Our programs are developed with input from faculty, industry experts and benchmarked with leading Universities. The result is a curriculum that is market driven with a global focus and local relevance. The forte of our alumni will be their ability to practically apply the skills acquired through the training and practice to address the challenges of development by providing solutions through innovation.

This Website Platform will facilitate communication and sharing of best practices and information within the University itself and with all stakeholders. I thank you for taking time to visit it and share our vision. I would also like to believe that the site will attempt to answer some of the questions you wish to ask about KyU and our academic programmes.

Prof. Mary Ndung'u
Vice Chancellor, KyU

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1.0 Introduction

Kirinyaga University is a fully chartered public University in the Republic of Kenya. The University aims to be a world class center for science and technology specializing in industry oriented innovation and entrepreneurship in engineering, science, technology and ICT, health and business enterprise, to meet the demands of a dynamic world.

1.1 Mandate of the University

The mandate of the University is,

- i. Advancement of knowledge through teaching, scholarly research and scientific investigation;
- ii. Promotion of learning in the student body and society generally;
- iii. Promotion of cultural and social life of society;
- iv. Support and contribution to realization of national economic and social development;
- v. Promotion of the highest standard and quality of teaching and research;
- vi. Education, Training and retraining higher level professional, technical and management personnel;
- vii. Dissemination of the outcomes of the research conducted by the University to the general community;
- viii. Facilitation of life-long learning through provision of adult and continuing education;
- ix. Fostering of a capacity of independent critical thinking among its students;
- x. Promotion of gender balance and equality of opportunity among students and employees;
- xi. Promotion of equalization for persons with disabilities, minorities and other marginalized groups.

1.2 Structure and governance of the University

The Chancellor chairs the University's governing body, The University Council is the supreme body charged with governance and management of all the affairs of the University. The Vice Chancellor is the Chief Executive Officer in charge of University. The Deputy Vice Chancellor Administration and planning (A&P) is responsible for human resource and planning. The Deputy Vice Chancellor Finance and

Development(F&D) is the head of finance and University developments. The Deputy Vice Chancellor Research, innovation & Extension (R,I&E) is incharge of academic research, innovation and extension. The Deputy Vice Chancellor Academic and Student Affairs (ASA) is the head of academic Division which deals with programmes, examinations, post graduate studies and academic staff. The management board coordinates the day to day management of the University. The deans committee oversees all academic programmes and academic quality assurance standards at the University and makes proposals to the council and the senate.

1.3 Vision

To be a world class University in training, research, technology and innovation for development

1.4 Mission

To train and develop world class human resources equipped with innovative technology and skills in the field of engineering, ICT, health and business enterprise, to meet the demands of a dynamic world

1.5. Core Values

The University is guided by the following core values and competences which form its corporate culture:

- i. Professionalism;
- ii. Integrity, transparency and Accountability;
- iii. Innovation and creativity;
- iv. Excellence;
- v. Value addition and improvement;
- vi. Equity.

Discrimination against or harassment of any student or group of students, on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses, marital status, family status, mental or physical disability, union or non-union membership, political affiliation, and student/staff/faculty associations defeats will not be tolerated by the University.

Where a student believes that a violation of these rights has occurred he/she is urged to seek advice from Registrar, Academic and Student Affairs Office.

1.6 General Definitions

Academic staff' means any person appointed to teach, train or to do research at a KyU and any other employee designated as such by the University council;

"Alumni" means a member of the convocation of a University;

"Distance learning" means the mode of delivering education through use of print, audio-visual, electronic or other technical media;

"Senate" means the senate of KyU;

"Statutes" means the statutes of a University made by a University council;

Student" means any person registered in a Kirinyaga University Department

"Student with special needs" means a student with motor, hearing or visual or other impairment which requires adaptive support to access education;

"University Council" means the governing body of a KyU

2.0. ADMISSIONS

Semesters customarily begin in the September, January and May. The University reserves the right to cancel a program where sufficient enrolment is not attained, and/or to restrict enrolment in a program. It is the responsibility of the applicant to submit to the University valid Secondary School Certificate or equivalent prior to registration, where required.

3.0. ISSUING CERTIFICATES, DIPLOMAS AND BACHELOR'S DEGREES

- The University Act authorizes Kirinyaga University to issue certificates and diplomas upon successful completion of approved programs.
- The University is authorized to offer KyU senate approved undergraduate and graduate Degrees pursuant to laid down regulation by the KyU senate

4.0. RANGE OF PROGRAMS OFFERED

Kirinyaga University offers a wide variety of career-oriented programs at the certificate, diploma and degree level.

SCHOOL OF HEALTH SCIENCES.	
S/N.	PROGRAMME
1	BSc. in Clinical Medicine & Community Health.
2	BSc. in Community Health & Development.
3	BSc. Nursing.
4	BSc. Forensic Science.
5	BSc. in Health Information Management & Informatics.
	TOTAL

SCHOOL OF BUSINESS AND ECONOMICS.	
S/N.	PROGRAMME.
1	Bachelor of Commerce.
2	Bachelor of Science in Human Resource Management.
3	Bachelor of Science in Entrepreneurship.
4	Bachelor of Business Management.
5	Bachelor of Purchasing and Supplies Management.
6	Bachelor of Economics.
7	Bachelor of Economics and Finance.
8	Bachelor of Economics and Statistics.
9	Bachelor of Economics and Pure Mathematics.
	TOTAL

SCHOOL OF ENGINEERING AND BUILT ENVIRONMENT.	
S/N.	PROGRAMME.
1	Bachelor of Technology Construction and Property management.
2	Bachelor of Technology in Electronics and Computer Engineering.
3	Bachelor of Technology in Mechanical Engineering
	TOTAL

SCHOOL OF HOSPITALITY AND TEXTILE TECHNOLOGY.	
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S/N.	
1	BSc. in Fashion Design and Textile Technology
2	BSc. Hospitality Management
	TOTAL

SCHOOL OF PURE AND APPLIED SCIENCES.

S/N.	PROGRAMME.
1	Bachelor of Science in Mathematics and Computer Science
2	Bachelor of Science in Statistics
3	Bachelor of Science in Actuarial Science
4	Bachelor of Science in Information Technology.
5	Bachelor of Science in Computer Science.
6	Bachelor of Business Information Technology.
7	Bachelor of Science in Information Science

5.0 MANAGEMENT OF COURSES

5.1. Fees

A statement of the Kirinyaga University fee policy is available from the Registrar's ASA Office. Also fee structure are available at the beginning of all academic years from the Schools.

5.2. Union Fees

KYUSO fees are collected in support of student activities sponsored and administered by the elected student representatives under the authority of and with the approval of the University.

5.3. Curriculum Pattern

Students entering a program beyond semester one are advised that certain units are prerequisites for others, and are, therefore, to be completed in a specific sequence. It is solely the student's responsibility, regardless of the sequence in which courses are taken, to ensure that all the academic requirements of the diploma or certificate program in which he/she is registered are met.

5.4. Units

Generally, University programs are defined in terms of the number and titles of the units required for their completion .Programme Specific/core units are those in which the primary emphasis is on material related directly and practically to the field of work for which the student is preparing. Successful acquisition of appropriate skills and satisfactory performance in field at a satisfactory level must be achieved in both theory and field placement before a passing grade may be granted.

All Units offered by the University with the same course code will have learning outcomes common to all sections, regardless of program, Faculty/School, mode of delivery or individual faculty member.

5.5. Normal Program

A normal full-time or part-time program for a semester at Kirinyaga University consists of a specified number of semester courses which may vary from program to program, School to School and from student to student. Consequently, the particular combination of semester courses may not be the same for all students in a given program.

Each student, as a condition of graduation, must successfully fulfill the requirements for core and elective units as well as the Common units' component. Specific requirements for each program are available from the School offering the program.

5.6. Residency Requirement

A School of Kirinyaga University may recommend a student for a certificate, diploma or degree only after the student has earned a minimum of two thirds (2/3) of the credit for that program at Kirinyaga University.

5.7. Course Outlines

All units at Kirinyaga University follow a standard course outline approved by the School. Course outlines shall be made available to all students registered in that course. Students are expected to be knowledgeable of the contents of the course outline and to discuss with the faculty any areas where clarification is required.

5.8. Library

It is the policy of the University that Library be available to all registered Kirinyaga University students in accordance with the procedures laid down in the comprehensive Library Policy which is complemented by the Library rules and regulations.

6.0. ATTENDANCE AND PARTICIPATION

6.1. Non-Attendance - Full-Time Students

Students who have not commenced attending classes during the first three weeks of classes are generally assumed to have withdrawn from the University.

6.2. Attendance and Participation in a Semester Course(s)

Attendance in classes is normally necessary in order to cover a unit adequately. The attendance policy for the University is that a student must attend at least two third of the all taught courses in a semester (except health science courses that require at least 85% attendance) to be allowed to sit examinations. Failure to attend in all examinable units will lead to automatic disqualification in university examinations and units shall be paid for and registered for in the subsequent semester. Thus all examinations will be taken in one sitting.

6.3. Electronic Devices and Recording of Classes

The use of electronic devices and recorded learning activities will respect the work, dignity and reasonable expectations of privacy of all individuals in the University community. To support students' learning, electronic devices and recording of classes may be permitted at the discretion of the lecturer. Recordings can only be used for individual study of materials presented during class. No recording can be reproduced, distributed and/or used in any other manner without the express consent of the Lecturer or the University. Intentional misuse of electronic devices or recordings, or intentional misrepresentation when requesting the use of a device or recording shall constitute a violation of the University's rules will be pursued through the Student rules and regulation.

6.4. Student Identification Card

Each student receives a Kirinyaga University Identification Card and is held responsible for material borrowed with, or use of University property authorized by, his/her card. The card is not transferable. Use of the card acknowledges the right of the University to

impose penalties and/or sanctions for misuse of the card, failure to return University property, or the use or abuse of Kirinyaga University property, contrary to the provisions of University policy.

6.5 extra curricula activities

All extra curricula activities must conclude and students to be on campus atleast fourteen days before examinations begin to allow adequate preparations

7.0. GRADES AND EXAMINATIONS

7.1. Grading Policy

All courses offered by the Kirinyaga University are graded or designated as follows:

A	70 and Above
B	Below 70 and above 59
C	Below 60 and above 49
D	Below 50 and above 39
E	Below 39

7.2. Supplementary examinations

Senate Committee may recommend Supplementary examination (as per faculty regulation) for a student who has failed to meet the minimum requirements for a Unit. It entitles the student, on payment of a fee, to sit an examination in that unit again. The maximum grade is a pass for supplementary examinations

7.3. Special Examinations

If for some good cause a candidate is unable to sit for one or more course unit examination(s), he/she may, on the recommendation of the School for Human Resource Development, and with the approval of the University Senate, be permitted to take special examinations. The grading of this exam is treated as ordinary examination. Special examinations shall be marked out of 100% and shall include continuous assessment.

7.4. Assignment Submission

Assignment deadlines will be communicated to students by the lecturer. It is the responsibility of the student to submit all assignments by the submission deadline.

Only under extenuating circumstances will late assignments be accepted without communication prior to the deadline. At the discretion of the lecturer, deductions may be applied for any late assignment submission.

7.5. Appeal for Reassessment

- a) A candidate who is not satisfied with the grade, which he/she has been awarded in any unit, may appeal to the Registrar, ASA for a re-mark of the written examination paper in that unit on payment of the appropriate fee, which the Senate shall determine from time to time. The final mark recommended by the appointed examiner(s) shall be the final mark and grade awarded to the candidate for the unit.
- b) No appeal for re-marking of any unit shall be entertained in a case where the appeal has submitted later than one month after the student has been notified of the result.

7.6. Deregistration

- a) A student who has qualified to register for any year of study but who has failed to register by the end of the first three weeks of the semester shall be assumed to have deserted the degree course and shall be deregistered forthwith.

- b) A student who has registered for a particular semester but who has failed to complete at least two thirds of the continuous assessment in all the units in which he/she has registered shall be assumed to have deserted the degree course and shall be deregistered forthwith.
- c) A candidate who absents himself/herself from at any University examinations in any semester shall be assumed to have deserted the degree course, and shall be deregistered forthwith.

7.7. Reinstatement

A student who has been deregistered and who shows good cause why he/she did not register in time, or absented himself/herself from coursework and/or examinations that he/she was due to sit, may with approval by the Senate and on payment of the re-admission fee, which Senate may at its discretion determine from time to time, be re-admitted, subject in taking any outstanding examinations when the units concerned are next offered. No student shall be considered for re-admission more than once under this regulation.

7.8. Nullification

- a) Any student, who has been required to repeat the year of study, or who has been discontinued, or who has been deregistered, and who promoted himself/herself illegally to the next year of study, shall have the results of any coursework assessment or examinations, pertaining to that year of study, nullified, and shall be subject to any action taken against him/her by the University Disciplinary Committee.
- b) Any student, who has not presented a genuine examination card while sitting for an examination in any unit, shall have the results of any coursework assessment or examinations, pertaining to that unit, nullified, and shall be subject to any action taken against him/her by the University Disciplinary Committee.

8.0. ACADEMIC HONESTY

To continuously graduate high quality students and sustain our reputation as a leading institution, Kirinyaga University must have the highest standards of academic honesty. Academic honesty means that all Kirinyaga University students will conduct themselves in an honest and trustworthy manner in all aspects of their academic career.

Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is an offence.

It is the student responsibility to familiarize him/herself with the proper procedure for maintaining academic honesty.

8.1. Academic Honesty Offenses

Offences under this policy include, but are not limited to, cheating, plagiarism, falsification, impersonation, misrepresentation and procurement and will be handled under the examination rules and regulations.

8.2. Plagiarism

Plagiarism is defined as using someone else's work (words, images, ideas, phrases, signatures, or computations) and presenting it as one's own, instead of properly documenting every source.

In submitting their own work students consent to their submissions undergoing such review and being retained in a database for comparison with other work submitted by students.

8.3. Discontinuation

A dean of faculty may recommend to the Deans Committee, that a student be discontinued from a programmed as per the Faculty regulations. The basis of mandatory withdrawal may be a student's performance; where it is detrimental to the learning process. The unexpended portion of fees may be rebated.

9.0. COURSE STRUCTURE DURATION AND TRANSFERS

9.1. Course Cancellations or Changes

Kirinyaga University will constantly survey employment opportunities and revise and update its programs accordingly. If at any time it becomes clear to the University that employment prospects for any program are limited or for any other compelling reason related to a University offering, the University reserves the right to replace, up-date, defer, limit or cancel such program. The University reserves the right to revise or replace certain Units, or sections of them.

9.2. Defer of studies

A student may choose to defer studies to a later intake with valid reasons. Such a defer shall be for a minimum of a semester and a maximum of two years. Admission shall lapse after two years if not taken up and such a student will have to apply a fresh for admission.

9.3. Academic leave

A student may take an academic leave of absence with valid reasons. Such academic leave shall be approved by the academic board and shall be for a minimum of one semester renewable upto two years. A student who proceed for academic leave without approval shall be assumed to have deserted the course and will be deregistered. A student who proceeds for studies in one semester and takes leave in the middle of the same semester will be charged requisite fees on a pro-rata basis.

9.4. Change of course

Students may requests to transfer between programs in different areas and requests to transfer between programs within the same area. This request must be made to the Registrar's ASA Office for discussion by the deans committee.

9.5. Withdrawal from Course

A student who wishes to discontinue a course must write to the registrar, ASA through the School, Refund of fees will be as per the fees policy and subject to approval by the Vice Chancellor.

9.6. Student Academic Records

Each semester, students will view their academic records (via portal), which displays the program, semester, and semester courses in which University records show they are registered. If a student feels there is an inaccuracy in the record, it is his/her responsibility to consult with the Registrar's ASA Office immediately to resolve the discrepancy, including his/her results.

After the supplementary examinations have been written another report is issued to all students who wrote supplementary examinations. These reports indicate the final standing on the years' work.

The contents of transcripts are considered to be privileged information and will be released by the University to persons other than the student only on written request of the student.

9.7. Student Eligibility for Office in Student Activities

A student will be eligible to hold student office or represent the University on student activities only so long as he/she is fully registered for that semester, maintains good academic standing, with full-time status, in an approved Kirinyaga University program.

9.8. Full Disclosure on Transcripts

Official copies of the student academic transcript issued by Kirinyaga University to other educational institutions at the request of the student, will fully disclose all grades earned at Kirinyaga University.

9.9. Academic Appeals

You may appeal any academic decision made by the University, including but not limited to, final grades, academic honesty decisions, continuation or status in a program, School, Faculty or the University.

It is University policy that you will be given a fair hearing when you proceed with an academic appeal.

9.10 Duration for completion of studies

A student will be expected to complete their studies within minimum required duration as per programmes requirements. However, with valid reason a student may extend the study duration up to twice the minimum requirement with approval of senate.

10.0 DISPUTE RESOLUTION

10.1. Informal Resolution

It is best for both you and the University to resolve differences quickly and informally. Therefore, complaints may be discussed with faculty member(s) and Advisor, Program Coordinator or Chairperson as soon as possible to see if a mutually satisfactory solution can be reached.

If unresolved, a complainant may file an appeal with the University. You may seek assistance from KYUSCO.

11.0. PLACEMENT

11.1. Placement - Employment/Attachment/Internship

While Kirinyaga University tries to foster contact between students and potential employers, it does not assume any authority over or responsibility for the placement of Kirinyaga University graduates. It is the student's responsibility; right and privilege to locate and to find employment which is best suited to his/her own particular interests

and talents. Kirinyaga University undertakes careful research regarding employment opportunities in each field prior to the introduction of a program.

12.0. GRADUATION

Students whose current programs will enable them to complete successfully the requirements for graduation in their degree, diploma or certificate programs, must submit a fully completed "Request to Graduate " form to the Registrar's ASA Office.

12.1. Conditions for Graduation

A student is eligible to graduate from the program he/she is registered in when all the following criteria have been met:

- a) All the requirements of the program, as prescribed by Kirinyaga University, have been completed in a satisfactory and timely manner.
- b) The student has been recommended to graduate by the senate Committee.
- c) The recommendation for graduate status has been approved by the Council of Kirinyaga University.
- d) To meet program conditions and graduate, students who interrupt their studies for an extended period of time, or who take significantly longer than the normally prescribed program duration to complete their studies, may be required to take additional courses and/or repeat courses which have gone through significant change.

12.2. Programs No Longer Offered

Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the University.

12.3. Non-Attendance at Graduation Ceremony

Degrees and diplomas awarded to students at Convocation. If a graduating student is absent from the ceremony is awarded "in absentia" and may be obtained from the Registrar's ASA Office following Convocation. All degrees, diplomas and certificates not claimed within 5 years period following Convocation are destroyed.

13.0 Death of a student while in active session

In the event that a student passes away while on session the University shall provide the following

- a) A bus for fellow students to attend the funeral
- b) A sum of Kshs 20,000 towards the transportation of the body

Foreign students are not eligible for the above they must have insurance life cover and medical cover